

POSITION DESCRIPTION

1. Agency PDCN 70269000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) R9039000, R9247000, R9248000, R9608EDC, Military Pay Technician, GS-0545-05	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by

☐ a. US Office of Pers Mgt
 ☒ b. Dept, Agency or Establishment
 ☐ c. Second Level Review
 ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Military Pay Technician	GS	0545	05	ejm	06 Sept 01

16. Organizational Title (If different from official title) Entitlements Technician	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - United States Property & Fiscal Office	c. Third Subdivision - Comptroller Division d. Fourth Subdivision - Entitlements Section e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)
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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor <div style="display: flex; justify-content: space-between;"> Signature Date </div>	b. Typed Name and Title of Higher-Level Supervisor/Manager (optional) <div style="display: flex; justify-content: space-between;"> Signature Date </div>		

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action ED MARCHETTI NGB Personnel Management Specialist <div style="display: flex; justify-content: space-between;"> Signature Date </div> <div style="display: flex; justify-content: space-between;"> //Signed// 06 Sept 01 </div>	22. Standards Used in Classifying/Grading Position US OPM Job Family Standard (JFS) for Clerical and Technical Accounting and Budget Work, GS-0500, Dec 1997. Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HR-Classification Activity, CRA 01-1030, dtd 06 Sept 01

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The purpose of this position is to determine entitlements and process military/technician pay. The incumbent provides assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Comptroller/Financial Manager (FM), Human Resources Office (HRO), Military Personnel Office (MILPO), Defense Finance and Accounting Service (DFAS), supported Army National Guard (ARNG) units and civilian employees.

This position requires military membership. It is designated for National Guard *enlisted* incumbency only. Incumbent performs duties necessary to accomplish entitlement functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions.

-- Processes the full range of military pay entitlements of ARNG personnel. Makes a standard and non-standard payroll submission. Utilizes military pay and personnel systems to troubleshoot errors or coding problems. Initiates corrective action on errors found. Performs research and audits of member's accounts, researching pay histories from several months to years. Establishes debt collection in conjunction with disciplinary actions, over payments and other indebtedness. Prepares and forwards to unit, forms to process pre-certified annual training payrolls (Unit Payroll Listing and Active Duty Master Listing). Assists in training and support to unit payroll personnel on unit automated payroll systems.

-- Audits suspense reports/military pay rejects with controlling activities (unit/SIDPERS). Reviews and corrects deficiencies between the personnel and financial database. Requests and issues replacement TD Form W-2 as requested.

-- Assists higher graded personnel in resolving a variety of complex and special pay issues. Reviews information that may be conflicting for varying entitlements in the pay record. Some examples are but are not limited to imminent danger pay, severance pay, and combat zone tax exclusion.

-- Prepares/processes pay actions such as incapacitation pay, incentive pay, and bonus pay. Conducts daily/monthly audits of all payroll actions for accuracy and proper entitlement. Prepares manual military pay transactions for payments or collections. Reconstructs pay accounts to determine causes for out of balance conditions and initiates corrective action.

-- Manually loads Active Guard/Reserve (AGR) Soldiers into the payroll system ensuring that all facets of the soldiers pay are accurate and correct. Must coordinate with losing command/component when entering soldier's data from Active Duty to AGR. Coordinates with HRO regarding a variety of pay data for AGR soldiers. Ensures accuracy of data and makes changes to collect or issue pay when errors are made by the HRO in submission of documents. Compute and processes separation pay for AGR soldiers.

-- Works with higher graded personnel to ensure the timely and accurate processing of technician payroll. Receives and reviews a variety of documents authorizing changes affecting member entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions; and earned income credit certifications. Performs data entry to update the employee records. Researches and resolves pay problems, involving personnel issues and statutory changes. Performs ongoing audits of T&A report signatures and initials and proper duty and leave hour annotation. Is the a point of contact for civilian pay matters to resolve T&A problems to include but not limited to missing accounting data, scheduled edits, invalid transaction report rejects. Ensures payroll input is made not later than updates scheduled by DFAS. Reconciles the number of personnel paid to technician manning document to verify accuracy of payroll. At the request of the FM, prepares expenditure report and conducts a review of previous pay period totals to reveal any unusual or out of balance situations.

-- Assists retired and separated members experiencing difficulties receiving pay information, allotments and/or deductions. Assists in the preparation of briefings and written instructions to keep individuals properly informed of entitlement and the direct deposit program. Incumbent assists with claims/garnishments, waivers, remission of debts, and required documentation for submission to DFAS. Maintains employee pay action files. Processes special payment authorizations, replacement checks, W2's, leave and earning statements and prepares forms as required.

-- Conducts Dual Compensation (DC) reviews to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, to include processing corrective actions.

-- Recommends methods, techniques, and procedures to improve military and civilian pay operations. Provides information through briefings and other communication methods to inform commanders, supervisors and personnel on various military and technician leave and pay entitlements and limitations in accordance with applicable regulations.

-- Ensures the successful interface and/or connectivity between pay and related systems. Assists with the conversion or system changes that affect pay

processing. Tests new procedures, policies, and systems developed to enhance the accuracy and timeliness of pay transactions.

-- Performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Coordinates pay processing/actions during mobilization and demobilization.

-- Applies internal control procedures to ensure the military and civilian payroll process is accurate and timely. Notifies chain of command of fraud and abuse.

-- Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position:

FL 1-3 350

-- Knowledge of integrated automated systems, including their respective output products and required reports to perform evaluations in determining the relationship between pay entitlements and the automated systems and to troubleshoot disbursements to determine correct methods to input processing and/or system procedures.

-- Knowledge of pay regulations and manuals governing a wide range of pay entitlements and changes and of workday program allocation, distribution and accounting adjustments.

-- Knowledge of regulations and policies to compute retroactive adjustments. Actions completed are: Promotions and demotions, Differential Overtime and premium pay, irregular working hours, incapacitation pay, compensatory time and a variety of duty status appointments or employment situations (i.e., career, career conditional and temporary with different entitlements to pay, leave, deductions, and benefits).

Factor 2 – Supervisory Controls:

FL 2-2 125

-- Incumbent uses initiative to carry out recurring assignments. The supervisor makes assignments and sets priorities, which differ from normal work assignments and provide specific guidance on unusual situations. Completed work is relied upon for timeliness and accuracy.

Factor 3 – Guidelines:

FL 3-2 125

-- Procedures and instructions in regard to processing pay transactions require analysis. Incumbent frequently evaluates general interpretations of law or regulations, past pay advisories, precedent cases that may or may not directly apply and comptroller General Decisions. A continual research of current or superseded pay guidance is required to satisfactorily evaluate entitlements. In

the event of insufficient guidance, the employee implements procedures to adapt to the circumstances and situation.

Factor 4 – Complexity:

FL 4-3 150

-- The work consists of verifying and validating pay actions for correct input into the military and civilian pay system with strict deadlines to ensure completeness of pay action. Incumbent decides what needs to be done by identifying the nature of the problem, question or issue, and determining the need for and obtaining additional information.

-- Incumbent checks apparent discrepancies in the Time and Attendance (T&A) process and questions errors and omissions with the Human Resource Office (HRO). Reviews retirement and suspense actions with the responsible office.

Factor 5 – Scope and Effect:

FL 5-2 75

-- The purpose of the work is to provide accurate and timely payment of entitlement in various types of military and civilian pay to assigned members. Incumbent is responsible for accurate and timely processing of entitlements, tax withholding documents, and the reconciliation of payroll submission. Incumbent performs a wide range of duties from dissemination, T&A instructions, civilian payroll reporting, retirement account processing, TSP loan processing, audit, contact with city, county and state government agencies for taxes and garnishments, host data support, and a variety of customer service inquiries. Employees are directly impacted based upon the accuracy, timeliness and problem solving skill of the incumbent.

Factor 6 – Personal Contacts &

Factor 7 – Purpose of Contacts:

Matrix 2b 75

-- Contacts are with employees in the same agency as well as outside the agency. For example, contacts may be with personnel in other functional areas, i.e., time and attendance monitors, employees, other states, and regional/national payroll offices.

-- Purpose of the contacts is to plan and coordinate actions or prevent errors, delays, or other complications occurring during the processing of entitlement transactions. This may involve obtaining customer cooperation in such matters as submitting paperwork or other information, requesting other personnel to correct errors in documentation or data entry, or assisting others in locating information.

Factor 8 – Physical Demands:

FL 8-1 5

-- The work is usually sedentary but involve some standing and walking to obtain or deliver files or consult reference material. There are no special physical demands.

Factor 9 – Work Environment:

FL 9-1 5

-- The work is normally performed in a lighted, climate controlled office setting. Normal safety precautions are required.

EVALUATION STATEMENT

A. Title, Series and Grade: Military Pay Technician, GS-0545-05.

B. References: US OPM Job Family Standard (JFS) for Clerical and Technical Accounting and Budget Work, GS-0500, Dec 1997.

C. Background: This position was reevaluated as the result of the implementation of the new JFS 0500 classification standard and the restructure of the organization that resulted in combining military and civilian pay positions into one position.

D. Series, Title and Grade Determination:

1. Series: The position requires the incumbent to perform work related to the establishment, maintenance, monitoring, and deactivation of pay records for civilian employees of the Federal Government as well as the active and reserve members assigned within the state. Employee performs clerical and technical work required to ensure timely payments of entitlements on a recurring basis. The position requires the processing, out-processing and necessary pay adjustments. This work is properly allocated to the Military Pay Technician, GS-0545 series.

2. Title: Positions classified to the GS-0545 series at and above the GS-05 level are appropriately titled Military Pay Technician. However, since this position is a mixed series, although appropriately classified to the GS-0545 series, the incumbent's duties also require the position to be responsible for the payroll of civilian employees. Therefore the organizational title of Pay Entitlements Technician is noted on block 16 of the OF-8.

3. Grade: See Factor Evaluation Standard (FES).

E. Conclusion: Based on the above evaluation, this position is classified as Military Pay Technician, GS-0545-05.

CLASSIFIER: Ed Marchetti NGB Personnel Management Specialist DATE: 06 Sept 01

**FACTOR EVALUATION SYSTEM
POSITION EVALUATION STATEMENT**

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-3	350	
2. SUPERVISORY CONTROLS	2-2	125	
3. GUIDELINES	3-2	125	
4. COMPLEXITY	4-3	150	
5. SCOPE AND EFFECT	5-2	75	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		910	GRADE: GS-05

FINAL CLASSIFICATION: Military Pay Technician, GS-0545-05.

CLASSIFIER: Ed Marchetti NGB Personnel Management Specialist DATE: 06 Sept 01